



# NOTE TO AN AIRMAN



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**Purpose** To foster and support today's young Airmen. We must always remember our impressionable Airmen are the future of America's Air Force.

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**Description** You as the commander, send a hand-written thank you note to one of your Airmen. The thank you note cites the reasons why the Airman stood apart from their peers and lets them know you take pride in their actions. Make the personalized note extra memorable by including a one-day pass and/or award them with a coin.

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**When to send a note** Those instances when you are "extra" proud of one of your Airmen become the perfect opportunity to show them their actions have been noticed and greatly appreciated. Examples that stand out include going that extra mile in their day-to-day duties, assisting a struggling Airman, or any other time they are caught in the act of superior wingmanship.

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